

広報番号： Announcement No.	RFD-005-07
募集締切日： Closing Date	7 Feb 07
発行日： Date of Issue	25 Jan 07

<p align="center">8.提出するもの Application and Associated Documents</p>	<p align="center">職務状況 Working Condition</p>
<p>*<input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement</p> <p>*<input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience</p> <p>*の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either</p> <p><input type="checkbox"/> 運転免許証の写し Copy of Driver's License</p> <p><input type="checkbox"/> 修了証／証明書の写し Copy of Certificate</p> <p><input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)</p> <p><input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.)</p> <p><input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy</p>	

9. 応募書類提出先 Office to Submit

内部（現 MLC/IHA 従業員）と外部（非従業員）では、提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。（HRO 日本人雇用課ゲート事務所カウンター下の応募用紙提出箱へは午前 0600 時より、深夜 0100 時まで提出可能です。） Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement. (Application Drop Box under the HRO Gate Office counter is accessible from 0600 to 0100 at night.):

（注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員のみの場合、外部（非従業員）からの応募書類は無効となりますのでご注意ください。 When item #4, “Area or Consideration” above shows “Current MLC/IHA employees” only, Off Base applicants will be rated ineligible.

1. 内部（現 MLC/IHA 従業員）提出先 Current MLC/IHA Employees must submit to:

〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22
米海軍横須賀基地日本人雇用課 (N132) COMNAVFORJAPAN, Human Resources Office (HRO) Yokosuka
内線/Extension 243-8152 JN Employment Division (N132)

2. 外部（非従業員）提出先 Off Base Applicants must submit to:

〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka
(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA
管理第一係 Management Section
電話番号 Phone 046-828-6959
受付時間：月曜—金曜、0830-1730（日本の祭日を除く） Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) *雇用条件等のご質問はこちらにお問い合わせ下さい。 Please contact LMO/IAA for questions on conditions of employment.

10. 事務処理欄 For Official Use

募集部隊担当者 Activity POC: Kiyomi Nakazawa

軍電 (DSN) 243-6182

PD No.: CNFJ-N01FAY-002

PD is accurate and current. Certified by Activity: kn

HRO: kw 1/23 yk
1/23

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
提出された応募書類はお返ししません Submitted applications will not be returned.

Rev: 10-31-06

GENERAL: Works under the direct supervision of the General Manager to perform various type of administrative and management support functions in the Regional Administrative Division of the Regional Fire Department, Commander U.S. Naval Forces, Japan, which has over 500 MLC and 9 USCS employees in various locations.

- 1. Management Analysis/Advice and Administrative Support :** Pertains to management planning, program analysis, personnel administration, position and personnel management, labor issue, budgeting, office procedure, and office services. Review and study organization structure, PDs, manpower utilization, workload distribution, administrative procedures, Master Labor Contract and related instructions/guidance. Provide technical advice to the administrative staffs and staff supervisors all administrative/management related issues within the department.

30%

Conducts semiannual staff assistance inspection of all District Headquarters and fire stations concerning functional assignments and responsibilities, work methods and procedures, work reporting and internal organizational alignments to uncover a variety of or potential management problems and inefficiencies. Discusses improvement with Assistant Fire Chiefs (USCS) and/or District Chiefs (MLC) and assists them in implementing changes and/or submits reports to the Fire Chief (USCS) with recommendations/comments as needed.
- 2. Other Administrative Duties:** Is responsible processing of incoming and outgoing correspondence (MLC and USCS personnel action requests, time and attendance reports, reports, messages, mail, directives, action required correspondence, and etc.) in timely manner. Prepares and/or compiles various recurring reports such as DOD Fire Incident Reports (DD Form 2324), DOD Summary No Loss Fire Emergencies (DD Form 2324-1), Command History Reports, etc. as required by COMFLEACTINST 5213.4H. Is responsible to review and update Fire Department Standard Operating Procedures (SOP) handbook as necessary.

15%
- 3. Data Analysis/Database Establishment and Maintenance/Record Maintenance.** Independently, study and perform data collection and analysis regarding record maintenance of the organization/positions/employees, manpower requirement, recruitment, personnel actions, timekeeping, leave administration, physical security information, periodic medical examination, various kinds of reports, office filing system, and etc. for the entire department. Perform database programming and establish automated document creating, processing, and record maintenance system and improve those systems to support the Regional Fire Department administrative/managerial functions.

35%
- 4. Payroll and Leave Administration:** Provides advice and training to the District Chiefs and Staff Supervisors for overall pay roll and travel related issues and matters including leave administration, timekeeping procedure, work schedule based on MLC, Japanese Labor Law, and any other related instructions. Provides recommendations on improvement of administrative and payroll-related procedures within the department. Establishes and implements internal procedures as above.

5%
- 5. Acting Administrative Officer:** Act as an Administrative Officer whenever he/she is not on duty.

10%
- 6. Performs other related or incidental duties as assigned.**

5%